

S E C R E T

ATTACHMENT 2

10 June 1969

MEMORANDUM FOR : All Division and Staff Chiefs
SUBJECT : Fitness Reports for Persons Engaged
in the CS Historical Program

1. The purpose of this memorandum is to ensure that a proper evaluation is made of the performance of personnel engaged more than part-time in the CS Historical Program.
2. There has been no clear-cut procedure for Fitness Reports on persons in this category, and each component seems to have handled the matter as it saw fit at the time. Some FR's have been written without being referred to the CS Historical Officer and some have been referred to him.
3. As in other types of work, the person directing it and reviewing the results is best able to judge the quality of a person's performance. So it is with CS history. The CS Historical Officer and his editors maintain close touch with a writer from the time he is assigned until the finished product is edited, bound and delivered. Thus they are likely to be more familiar with a writer's initiative, work habits and the quality of the product than an officer who only supervises him from a distance and not at all substantively. The CS Historical Officer knows whether the work is done well or poorly, and whether a person's time has been well spent.

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Thus, when a Fitness Report or Memorandum in Lieu thereof is due, the CS Historical Officer should be asked to provide his evaluation of the person's performance in the Historical Program. To do otherwise risks the possibility of excellent work -- or, very poor work -- going unnoticed and unevaluated.

The CS Historical Officer, currently [REDACTED] is located in 203 Key Building on extension 2200.

25X1

[REDACTED]
Chairman, CSHB

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MEMORANDUM FOR THE RECORD

MINUTES OF THE CS HISTORICAL BOARD MEETING OF 1 MAY 1969

PRESENT :

[Redacted]

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1. The Chairman called the meeting to order at 1400 hours. The minutes of the last meeting were approved without change.

2. [Redacted] said that on 17 April 1969 the two members of the Board present discussed the question of routing the CS catalog of histories to the Executive Director-Comptroller.

25X1

[Redacted]
routing sheet on the inside of the cover sheet and having everyone who read the list sign the sheet. It was also suggested to have it marked SENSITIVE/EYES ONLY/BY HAND, and mark it for return to sender. [Redacted] reported that the latter procedure was followed.

3. [Redacted] reported on changes in personnel and space since the last meeting. This report was an attachment to the Agenda sent to all members. He stated that the contract of [Redacted] Editor, CSHB, will not be extended beyond 30 June 1969. He pointed out that [Redacted] successor will need to take a long time to get the feel of the job. [Redacted] knowledge and ability has been a great asset to the CS Historical Program. He has written a number of HPM's and has offered many helpful suggestions to writers.

[Redacted] had told him that it had been decided that [Redacted] is to replace [Redacted] [Redacted] offered to look in the Office of Training for candidates, but [Redacted] said that while he appreciated the offer, he felt that the editor should be from the Clandestine Service, and, if [Redacted] is correct, the editor will be [Redacted]

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25X1 [] felt that nothing can be done, citing as an
25X1 example the fact that three [] historical writers, [] 25X1
[] who were annui-
tants on contract did not have their contracts renewed even
though this severely damaged the [] historical program. Mr. 25X1
25X1 [] suggested that we try to go along with the rule of
replacing contract employees with staff employees and if it 25X1
does not work, to appeal [] case. 25X1

25X1 [] said that his predecessor, [] 25X1
had obtained approval for the CS Historical Program to be an
exception to the rule where contracts are concerned. []
said that in replying to C/OPSER memo on contract ceilings, he
had asked for two contract positions in addition to the five
25X1 he now has under [] but has had no word on wheth-
er this ceiling will be approved.

25X1 [] said that one of the problems encountered in
the CS Historical Program is that several of those working on
it have full time jobs and devote very little time to the his-
25X1 torical program. [] suggested putting off writing
of histories of smaller stations if necessary until there are
enough writers.

4. The Executive Secretary reported on the production
of histories. There were 18 published this quarter, 79 are
in process in divisions or staffs, and 9 are in process in
the Historical Staff. There was one more history published
this quarter than any previous quarter.

25X1 5. The Executive Secretary asked [] to report on 25X1
developments since the reorganization of the Historical Staff
of 6 January 1969. The Chief, HS, Professor Ehrmann, and
Deputy Chief, [] have requested the card index files
of the DDP be expanded to include index files of DDI, DDS
and DDS&T. Professor Ehrmann not only wants these files inte-
grated, but wants them available to all writers, of all com-
ponents. Professor Ehrmann has also ordered the carding of
personalities, a thing HS/CSG has not normally done except in
cases of outstanding personalities outside the CS who were 25X1
important to a particular operation. [] felt that 25X1
DDP indices should be compartmented; DDP in one file and all
others in another, but in the same office all under []
jurisdiction. It was noted that there always has been com-
partmentation even within the CS. The cards contain substan-
tive abstracts and thus are more sensitive than if they only
listed titles of documents.

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25X1 [] briefly explained the change that had taken place in the command line of HS/CSG since the reorganization under Dr. Ehrmann. He said that HS/CSG had always been a strictly DDP unit, holding only DDP documents and index cards and accessible only to DDP writers with a need to know. The command line had been from the Executive Secretary to the Board to the DDP. Now, under the new organization, [] is 25X1 responsible directly to Chief, Historical Staff with responsibilities for cards and documents of all directorates. Mr. [] stated that this was of concern from two points of view: 25X1 (1) that it opened the door to the possibility that non-DDP personnel might gain access to DDP cards or documents, although 25X1 this was unlikely while [] is present in his office, and (2) that it now is conceivable that a non-DDP officer might be appointed at some future date as [] successor. 25X1

This matter was discussed by the Board, with all members expressing themselves as strongly opposed to this turn of events. The Chairman said that he did not believe that the DCI could be aware of this development and its implications. He asked that the Executive Secretary bring this to the attention of Chief, OPSEER and/or the DDP. He added that writers of the histories of the successive Directors (O/DCI) will have need to refer to DDP index cards and documents and stated that guidelines will be needed from the CS regarding the use of the cards by DCI writers.

25X1 6. [] requested the Board's approval for HS/HC (formerly HS/CSG) to research and index CS projects in custody 25X1 of [] of MPS. [] explained his intended use of 25X1 the files, saying that his researcher would need to card only certain important operations as leads for writers who are writing histories dealing with those operations. He also said that they would not need to card anything of an operational nature and that they would not use anything dated later than 1955. Upon hearing this explanation, the Board approved this request.

25X1 7. [] said that the Board had made the decision previously not to use cryptonyms in titles of histories for reasons of security. The Board decided unanimously to continue this policy.

8. The meeting was adjourned at 1525 hours.

[]
Executive Secretary
CS Historical Board

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☐ UNCLASSIFIED
 ☐ INTERNAL USE ONLY
 ☐ CONFIDENTIAL
 ☒ SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

[Redacted]
 Executive Secretary
 CS Historical Board

EXTENSION

NO.

203 Key Bldg.

DATE 20 JUNE 1964

~~11 June 1960~~

25X1

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

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